



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>August 26, 1971</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>3</b>		Date Received <b>SEP 8 1971</b>	Date Completed <b>SEP 17 1971</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>State Department of Labor Unemployment Insurance Division - CLAIMS CENTERS State Labor Building, Atlanta 30334</b>		4. Person to Contact <b>Charles A. Smith, III</b>	
Records Locations: All claims centers throughout state.		5. Working Title <b>Chief, Claims Centers</b>	6. Tel. No. <b>656-3077</b>

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Inclusive Dates <b>JUNE 1969 - TO DATE</b>	9. EXACT SERIES TITLE <b>CLAIM RECORD CARD FILES (UI) State Unemployment Claim Files</b>
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10. What function performed resulted in creation of this series

Primary function of each claims center and itinerant point throughout the state is to receive and process applications for unemployment insurance claims, certifying eligibility of claimants and maintaining of claim records and files.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Individual claimant claim record card, size 5" x 8", Form ESA-403, which may contain the following: (a.) copy of claim decision and fact finding report, Form ESA-442FF; (b.) Claimant Questionnaire, Form ESA-851; (c.) Claims Eligibility Questionnaire, Form ESA-852; (d.) Standard Correspondence Memorandum, Form ESA-157; (e.) Individual Weekly Certification of Mail Claim Reporting, Form ESA-459; (f.) Address Card, Form ESA-439; (g.) Pay Order Card; (h.) Correspondence to and from employers and claimants; (i.) Notice of Appeal, Form ESA-423, and Appeals Decision; (j.) Request for Reconsideration of Insured Wages, Form ESA-413; (k.) Local Office Request for Deputy Investigation, Form ESA-634; (l.) Request for Supplemental Separation Information, ESA-1027; (m.) Local Office Determination, Form ESA-441 LO.

ALL (UI) (FE) & (X)			Card				Card			
12. EQUIPMENT OCCUPIED	No. of XXXXX	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of XXXXX	Cu. Ft. of Records					
Letter-size File Drawers	Trays			Trays						
				986	395					
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)					
				720	590					
5" x 8" Cards in Trays, 8 1/4"W. x 21"L. x 5"H.	1,972	789	By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years'			
			AVERAGE DAILY REFERENCES PER TRAY	7	0	N/A	N/A			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] ☒
- 15. Is the information contained in this series ever summarized or published? [ ] ☒
- 16. Does the series contain classified information requiring security handling?  
Secured by Federal Law, Section 54-637G, ESA Law dated March 1968, Section 11G, Confidentiality of records. ☒ [ ]
- 17. Does the series document policies and procedures of agency's operation or function? [ ] ☒
- 18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
- 20. Does the record series provide data as input to an EDP file? ☒ [ ]
- 21. Does the record series contain documentation produced as EDP printout?  
Monetary determination and certification of payment vouchers. ☒ [ ]
- 22. Is the series affected by Federal or grant funds?  
100% Federal Funds. ☒ [ ]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒

24. REQUIREMENTS. The following requires the files to be kept two years:

a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☒ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

ESA LAW DATED MARCH 1968.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER CALENDAR QUARTER SCREENING, then: BY (BENEFIT) YEAR

A. ☐ Destroy immediately after cut off.    or CURRENT YEAR +

Withdraw from active file at the end of the benefit year, hold one year, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):  
BASED ON ESA LAW ABOVE.

(ATTACH/SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>H.O. Gillespie</i>	Recommendations prepared by <i>H. Parker Smith</i>	Approved for Division <i>[Signature]</i>	Date <i>9-3-71</i>	Records Management Officer <i>[Signature]</i>	Date <i>9-16-71</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Sam Caldwell</i>		Director, Archives & History	<i>9-9-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Charles Hart</i>		Secretary of State	<i>9-10-71</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Deann. [Signature]</i>		Governor of Georgia	<i>9-13-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Timmy Carter</i>			<i>9-16-71</i>



DEPARTMENT OF  
ARCHIVES AND HISTORY  
ATLANTA, GEORGIA 30334  
DIRECTOR 656-2358  
INFORMATION 656-2381  
AREA CODE 404

September 20, 1971

**SUBJECT: Records Disposition Standard**

**TO: State Department of Labor ATTENTION: JIM KING, RMO**

**1. Enclosed (are) ~~(is)~~ approved Records Disposition Standards for the following files:**

State Unemployment Claim Files  
Federal Unemployment Claim Files  
Employer Wage Summary Report Files (Green Copy)  
Employer Wage Summary Report Files (White Copy)

**2. The following actions will be taken to implement the approved standard:**

**a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:**

State Unemployment Claim Files: Cut off at end of Calendar Quarter screening by (Benefit) Year, withdraw from active file at end of the benefit year, hold 1 year, then destroy.

**b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.**

**c. Report surplus files equipment to this office.**

**3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).**

John F. Dunn  
State Records Management Officer  
Archives and Records Building  
Atlanta, Georgia 30334

**Enclosures: 1. AR-50-71, Form for Disposition Standards  
2. Labeling Procedures**

## Records Retention Schedule

DEPARTMENT OF LABOR  
Employment Security Agency  
Unemployment Insurance Services Division  
Board of Review

The Board of Review administers appeals under Unemployment Compensation; Unemployment Compensation Federal Employees; Unemployment Compensation Ex-Servicemen; Special Unemployment Assistance; Extended Benefits; and Federal Supplemental Benefits Programs. The Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures.

## Appl

No	Description	Disposition
77-48-A	APPEAL DECISION FILE - Documents relating to Unemployment Insurance Appeals of monetary and non-monetary determinations. Included are Board of Review decisions and Referee Decisions. File is arranged by Docket Number.	Record Copy: At end of each month send to State Archives for permanent retention. Reference Copy: Cut off file at end of each calendar year, hold in current files area 3 years; then destroy. APPROVED: 01/24/77 AMENDED: 02/05/79

DEPARTMENT OF LABOR  
Employment Security Agency  
Unemployment Insurance Services Division

## Appl

No	Description	Disposition
5	STATE UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO. File is arranged alpha by claimant name.	Cut off files at end of each calendar quarter screening, withdraw from active file at end of benefit year, hold in current files area 1 year; then destroy. APPROVED: 09/17/71
6	FEDERAL UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO, 499, 931. File arranged alpha by claimant name.	Cut off file at end of each calendar quarter screening, hold in current files area 4 years; then destroy. APPROVED: 09/17/71
7	EMPLOYER WAGE SUMMARY REPORT FILES - Documents relating to wages paid and taxes due to Department. Included are ESA forms 4 and 4B (together forms constitute "Wage Record Copy"). Reports are grouped in batches of 50 and filed numerically by assigned number.	Cut off files at end of each calendar quarter, hold in current files area 2 years; then transfer to State Records Center, hold 2 years; then destroy. APPROVED: 09/17/71